

How To Prepare The RI-54 Form

- Agency Name:** Enter the name of your police agency.
- Date:** Enter the date you prepare your list.
- Tag No.** **Each item** listed on the RI-54 needs a Tag Number. Beginning with the number 1, list your guns on the RI-54 form. Number each gun consecutively, 2, 3, 4, etc. Make sure each corresponding gun **has a tag attached to it** with the **same number of the gun listed on the RI-54**. You can list both handguns and long guns on the same form, but **please list all the handguns together and all the long guns together**. Do not duplicate your numbers.
- Complaint or Dept. No.** For your use to indicate **your** complaint number.
- Yes or No Boxes** If the seizure occurred as a result of a violation of the **new** CCW law effective July 1, 2001, check the “yes” box. If not, check the “no” box. Violations requiring a “yes” are as follows:
1. **If licensed** under the new CCW law, a person fails to have that license in their possession at all times **when carrying** a pistol concealed. (28.425f(1))
 2. **If licensed** under the new CCW law, a person fails to show both a concealed pistol license and a Michigan driver license or Michigan personal identification card upon request of a police officer. 28.425f(2)
 3. **If licensed** under the new CCW law, a person fails to disclose to a peace officer that they are in possession of a concealed pistol. 28.425f(3)
 4. Carrying a concealed pistol under the influence of alcohol or a controlled substance. 28.425k(2)
 5. **If licensed** under the new CCW law, carrying a pistol in a “pistol free zone.” 28.425(o).
- NOTE:** If you check the “yes” box for any gun, you will need to indicate in your cover letter that the gun was properly seized and forfeited according to MCL 600.4701 to 600.4709.
- Make** Enter the manufacturer’s name of the weapon. Please use the NCIC codes.
- Model** Enter the model of the weapon.
- Type** Enter the NCIC type code for the weapon.
- Cal. Or Gauge** Enter the caliber of the firearm.
- No. of Shot** Enter the number of shots for revolvers or derringers only.
- Serial Number** Enter the serial number of the weapon. We do not accept firearms with eradicated serial numbers unless it has been submitted to a forensic lab and the lab report is attached.
- Please type or **clearly** print your list. Fax the list to MSP Confiscated Firearms at 517-336-6135. We will check your list and contact you for a date to bring the weapons in. Please insure all weapons are unloaded. Any magazines should be removed and taped to the weapon. **Do not cover the serial number with the tape.** You will need to fax a copy of your cover letter with your list. **Bring the original of the letter when turning in the firearms.** See sample cover letter to be submitted.

Miscellaneous Items Submitted for Destruction

MSP Firearms Records will accept knives, brass knuckles, clubs, bats, or just about anything construed to be a weapon. Please list these items on your RI-54. Please **approximate** the number of items submitted. Ammunition should be listed similarly; **approximate** the quantity. We **do not** accept fireworks of any kind or chemical devices.

RI-54 forms are available on the MSP Web under Forms & Publications:

www.michigan.gov/msp

Questions? 517-336-6133